



City of Groveland

Planning and Zoning Application

The applicant shall be responsible for any advertising fees and all required recording fees assessed by the Lake County Clerk of Court. Invoice will be mailed, payment due on receipt.

Date: _____

Application # _____

Applicant Name: _____

Applicant Phone# _____

Address: _____

Applicant Fax # _____

Email Address: _____

Applicant is: () Owner () Agent () Purchaser () Lessee () Optionee

Owners Name: _____

Owner's Phone # _____

Address: _____

Owner's Fax # _____

Email Address: _____

Application Type:

- | | | |
|----------------------------|------------------------------|------------------------------------|
| () Annexation | () Rezoning | () Comprehensive Plan Amendment |
| () Lot Split | () Lot Line Deviation | () Variance-Residential |
| () Site Plan Approval | () Preliminary Plat | () Variance-Commercial/Industrial |
| () Concurrence Review | () Construction Plan Review | () Re-Review |
| () Special Exception Use | () Conditional Use Permit | () Residential Design Review |
| () Road/Easement Vacation | () Final Plat | () Planned Unit Development |
| () DRI Development | () Proportionate Fair Share | () DRI Regional Development |
| () Other: _____ | | |

Reason for Request: _____

Project Title (Site Plans, future/existing subdivisions only): _____

Property Address: _____ Property Size: _____

Alternate Key #s: _____

Property Tax I.D. #s _____

Proposed Use of Property: _____

Existing Zoning: _____

Existing Land Use: _____



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Would like to change Zoning to: _____

Would like to change Land Use to: _____

Current number of structures on the property: _____

What utilities currently exist on the site?

☐ Water ☐ Reclaim Water ☐ Sewer ☐ Well ☐ Septic ☐ None

What utilities are proposed to be used?

☐ Water ☐ Reclaim Water ☐ Sewer

Have any previous applications been filed within the last year in connection with this property?

☐ Yes ☐ No

If yes, please describe:



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Submittal Requirements

General Attachments for all Applications:

- () Completed Planning & Zoning Application
- () Copy of the Recorded Deed(s) for the property
- () Owner's / Agent's Affidavit
- () Copy of Property Record Card(s)
- () Fee

Specific Attachments:

- () Annexation / Rezoning / Comp Plan Amendment: *See separate sheet*
- () Concurrency Review: Concurrency Application
- () Site Plan Approval: *See separate sheet*
- () Preliminary Plat Application: *See separate sheet*
- () Construction Plan Approval: *See separate sheet*
- () Final Plat Application: *See separate sheet*
- () Architectural Design Review: *See separate sheet*
- () Lot Split:
 - 1. Typed legal description of the parent parcel and of the new parcels
 - 2. Copy of the original survey before the proposed lot split.
 - 3. Copy of the survey after the proposed lot split. New lots should be clearly marked.
- () Lot Line Deviation:
 - 1. Boundary survey showing the intended lot line deviation prepared by a professional land surveyor registered in Florida, to include:
 - the overall legal description of the original parcel or parcels affected
 - the legal description of each parcel created
 - the legal descriptions of all existing easements
 - all existing structures
 - jurisdictional wetland line and/or environmental conservation easements
 - roadway centerline data and location
- () Road / Lot / Utility Easement Vacation:
 - 1. Typed legal description of the road / lot / utility easement to be vacated
 - 2. Copy of the boundary survey indicating the appropriate road / lot / utility easement to be vacated.
- () Special Exception / Conditional Use Permit: Materials as required in Appendix A – Zoning, Sec 10.02. *See separate sheets*
- () Variance: Variance Application and supporting information as applicable



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Fee Schedule effective 5-19-2008

Annexation only; without simultaneous land use amendment and/or zoning	\$400.00 + advertising/recording fee
Annexation with zoning and land use change (10 acres or less)	\$1395.00 + advertising/recording fees
Annexation with zoning and land use change (over 10 acres)	\$2725.00 + advertising/recording fees
Conditional Use Permit/Special Exception Use	\$600.00 + advertising/recording fees
Rezoning	\$995.00 + advertising/recording fees
Variance-Residential	\$550.00 + advertising/recording fees
Variance-Commercial/Industrial	\$1000.00 + advertising/recording fees
Lot Split	\$525.00
Planned Unit Development (PUD)	\$1500.00 + \$10.00 an acre + advertising/recording fees
Amend Planned Unit Development (PUD)	\$1000.00 + \$5.00 per acre + advertising/recording fees
Vacation of Street or Lot	\$525.00 + advertising/recording fees
Small Scale Comprehensive Plan Amendment	\$1330.00 + advertising/recording fees
Large Scale Comprehensive Plan Amendment	Actual cost w/ admin fee
Site Development Plan up to One Acre	\$525.00
Site Development Plan over One Acre	\$525.00 + \$100.00 per acre
<u>Preliminary Plat</u>	
▪ 20 lots or less	\$500.00
▪ 21 – 50 lots, inclusive	\$750.00
▪ 51 -100 lots, inclusive	\$1,000.00
More than 100 lots	\$1,500.00
Final Plat	\$1,500.00 + advertising, and all recording fees assessed by Lake County Clerk of Court
Infrastructure Inspection Fee	1% of construction cost of site improvements
<hr/>	
Construction Plan Review up to One Acre	\$500.00
Construction Plan Review over One Acre	\$500.00 + 100.00 per acre
Re-Review Fee (after second review)	\$500.00 + a 30 day delay
Residential Design Review Fee	\$500.00 + 2.00 per lot
Residential Re-Review or additional model	75.00 per model



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Development of Regional Impact (DRI)	\$15,000.00 + advertising/recording fees
Review of Annual Report for DRI	\$350.00
DRI Development Order Amendment	\$2410.00 + advertising/recording fees
Expansion/Change of Nonconforming Use	\$500.00
<u>Tree Removal Application Permit</u>	
▪ Single Family or Duplex Lots	\$75.00
▪ Commercial/Industrial/Multi –Family/PUD/Subdivision	\$250.00
After the fact tree removal permit will be double the regular fee	
<u>Zoning Clearance Fee</u>	\$20.00
▪ Minor Residential (accessory structure)	\$50.00
▪ Major Residential (new single family or duplex homes)	\$75.00
▪ Commercial/Industrial/Multi-Family	
<u>Concurrency Review Fee</u>	
▪ Residential up to 50 units	\$100.00
▪ Residential above 50 units	\$200.00
▪ Commercial/Industrial up to 5000 sq. ft. g.f.a.	\$150.00
▪ Commercial/Industrial above 5,000 sq. ft. g.f.a.	\$300.00
 Proportionate Fair Share Application	 \$1000.00
 <u>Right-of-Way Utilization Permit Applications</u>	
<u>Utility Crossings and Extensions</u>	
▪ Short Term Uses (those uses not exceeding 7 days)	\$350 \$420
▪ Long Term Uses (those uses not exceeding 1 year)	\$190
▪ Renewal Application Fee for Long Term Uses (those uses exceeding long term permit-1 year)	
<u>Ingress/Egress</u>	\$75
▪ Residential	\$350
▪ Commercial	



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Property Owner & Agent Affidavit

Date: _____

Before me, the undersigned authority personally appeared, _____ (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. That said authority desires to: _____
3. That said authority (property owner) has appointed _____ (agent's name) to act on his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and being by me duly sworn on oath, deposes and says:
 - A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Groveland, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further that this application and attachments shall become part of the Official Records of the City of Groveland, Florida, and are not returnable.
 - B. That the submittal requirements for the application have been completed and attached hereto as part of the application.
 - C. Fees are non-refundable unless the application is withdrawn in writing within five (5) business days of submittal.

Property Owner's Signature (*original signature*)

STATE OF FLORIDA
COUNTY OF LAKE
Subscribed and sworn to (or affirmed) before

me on _____ (date) by
_____ (name)
of affiant, deponent, or other signer. He/she is
personally known to me or has presented

as identification.

PUBLIC NOTARY

SEAL:

Agent's Signature (*original signature*)

STATE OF FLORIDA
COUNTY OF LAKE
Subscribed and sworn to (or affirmed) before

me on _____ (date) by
_____ (name)
of affiant, deponent, or other signer. He/she is
personally known to me or has presented

as identification.

PUBLIC NOTARY

SEAL:

Note: The Property Owner(s) must sign the Affidavit(s). When an Agent is representing the case, both the Agent and the Property Owner(s) must sign the Affidavit(s).